

26 April 1968

MEMORANDUM FOR:

SUBJECT : Records Management Conference on Historical Records

1. The Records Management Officers' Spring Conference will be held in the Agency Headquarters Auditorium on Tuesday afternoon, 7 May 1968, from 1:00 to 4:25 p.m. Invitations are extended to all Agency Records Officers, Historians, and interested Administrative Officers. This Conference is approved by the Deputy Director for Support, is sponsored by the CIA Records Administration Officer, and is endorsed by the Agency Historical Program.

2. The Conference Theme encompasses "History Writing, Archives, and the Agency Records Retention Plan". The primary speakers will be:

Mr. Robert L. Bannerman, Deputy Director for Support
Dr. James B. Rhoads, Acting Archivist of the United States
Dr. Edward Campbell, Assistant Archivist for the National Archives

3. Mr. Bannerman will open the program. Dr. Rhoads as the Keynoter will speak about Agency Archives and the relationship of history writing and the Archives collection. Dr. Campbell will speak about developing an Agency Records Retention Plan to identify records of historical significance and to establish "Offices of Record" responsible for specific types of records. [REDACTED] currently reviewing the Agency historical effort, has agreed to talk about writing Agency history and offer some advice and guidance for our Agency Records Officers and Historians.

4. The Conference topics are intended to be of mutual interest and benefit to Records Management Officers and Historians. All participants and Officers of both the Records and Historical Programs are sincerely urged and cordially invited to attend.

5. Although formal registration is not required, we must know who and how many will attend. You are requested to make your intended participation known by 3 May by calling [REDACTED], of this staff, on extension 2468 or 3363.

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CIA Records Administration Officer